

<Project Name> Workplan Template

ID	Task	Responsible	Dates		Milestone	Comments/Status
			Start	Finish	Y/N	
Visualize						
1.	Determine Stakeholder Needs					
2.	Complete Stakeholder Analysis Template					
3.	Develop Vision Statement					
4.	Conduct Kick-Off Meeting					
5.	Create “SMART” Vision					
6.	Conduct Kick-off meeting					
7.	Complete Mtg. Outcome Summary					
8.	Management Sign-off					
9.	<Insert additional rows for other project specific milestones and tasks>					
Plan						
10.	Prioritize Performance Factors					
11.	Determine risks/ potential obstacles					
12.	Identify Milestones					
13.	Create Milestones and Timeline Chart					
14.	Create Workplan					
15.	Identify Major and Minor Pieces					
16.	Determine tasks					
17.	Clarify task dependencies					
18.	Build workplan					

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ID	Task	Responsible	Dates		Milestone	Comments/Status
			Start	Finish		
19.	Develop Communication Plan					
20.	Determine resources and budget					
21.	Clarify needed skills and equipment needs					
22.	Determine team member roles and responsibilities					
23.	Determine performance measures					
24.	<Insert additional rows for other project specific milestones and tasks>					
Implement						
25.	<Insert additional rows for other project specific milestones and tasks> >					
Close						
26.	Conduct project evaluation					
27.	Conduct problem analysis					
28.	Present findings					
29.	Celebrate success					
30.	<Insert additional rows for other project specific milestones and tasks>					